



Name of Policy: Adding a Course, Mentorship, Internship, or Directed Study After the Academic Deadline
Source: Academic Affairs
Date Revised: June 2022
Form to Complete: see the Registrar to initiate

**Policy:**

Students may request to add a course, internship, mentorship, or directed study past the academic deadline if the following criteria are met:

- In order to request an exception to an academic deadline, students must have senior standing and need the course in order to graduate at the end of the current semester, or
- Students must have documentable extenuating personal or medical circumstances, and
- The appeal must be made no later than one week after the academic deadline (typically the last day of the add/drop period for the semester)

**Process:**

- Students email their request to the Registrar and provide justification and documentation, if applicable.
- The Registrar or designee determines if student meets the policy criteria for an exception